

provide accounting, technical and confidential service/support for the business Services section of SRCI. The Business Services section includes purchasing, inmate trust, accounting and cash handling.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within its Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff

are expected to follow CCM principles and practices.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
15%	R	E	Respond to inmate communication regarding account balances, status of accounts, and other account transactions. Research, verify and approve CD28 requests for accuracy and adherence to DOC rules. Facility contact person between Central Trust as it pertains to Inmate accounts, inmate welfare and canteen accounts. Accumulate and maintain all records relative to inmate accounts including all CD28's, mail/postage, copies and canteen.
30%	R	E	Assist with the coordination of purchasing activity between the facility and the Administrative Services Unit of the Department. Assure requests for purchases processed by the facility are accurately completed prior to distribution and processing according to Department rules and procedures. Communicate with vendors related to orders placed, billing issues and shipping time frames. Update and track signature authorizations and approval authorizations for AFAMIS users.
20%	R	E	Verify all charges to facility account numbers to ensure for accuracy. Works closely with Central Accounting to ensure all needed invoices have been forward to Accounting to allow for vendors being paid. Contact person for Accounting as it related to accounting issues.
20%	R	E	Responsible for the sale of, and accountable for, the cash transaction in relation to the sale of meal tickets to staff. Maintain records of all sales by date, name, number and amount. Keep secure maintenance of tickets, funds, records and reports in connection with sales. Maintain records of usage and costs for statistical and budgetary purposes including vehicles, utility usage, inmate care expenditures, staff uniforms, travel and copiers.
15%	R	E	Provide clerical and administrative support as directed by Manager. Advise/instruct the public, staff and inmates on policies and procedures relating to business services. Other duties as assigned.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Majority of duties will be performed in an office environment. Workweek is routinely 40 hours. Position requires extended periods of time sitting and using a computer. Work has critical deadlines for various work products. Work at the institution may require walking up stairs and walking long distances to get to the work station to do the required work of the position.

Snake River Correctional Institution is tobacco free. Use of tobacco products are prohibited within the buildings or on the grounds. Work is performed in a prison, housing medium and minimum security inmates. Interaction with inmates occurs on a daily basis. Routine, continual direct contact with convicted male felons is required. Possible encounters with abusive and/or hostile inmates pose the risk of physical injury. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Accounting Manual
 Oregon Revised Statutes (ORS)
 Oregon Administrative Rules (OAR)
 Department of Corrections Rules, Procedures, and Policies
 Generally Accepted Accounting Principles (GAAP)
 Governmental Accounting, Auditing, and Financial Reporting (GAAFR)
 AFAMIS Manuals and Procedures

- b. How are these guidelines used?

Guidelines are used to ensure uniformity and consistency in decision making and compliance with legal requirements. These sources are also used to clarify how and why accounting operations are carried out and what the minimum requirements are to set up and define accounting systems to produce management reports.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
DOC Administration/staff	In Person / Phone / Writing	Exchange Information	Daily
SRCI Management/staff	In Person / Phone / Writing	Information / Operations	Daily
General Public	In Person / Phone / Writing	Information	As Needed
Central Accounting	In Person / Phone / Writing	Invoices / Payments	Daily
Vendors	In Person / Phone / Writing	Operations	As Needed
Central Trust	In Person / Phone / Writing	Trust / Inmate Accounts / CD28	Daily
Other Institutions	In Person / Phone / Writing	Information / Operations	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decisions relating to the proper coding of inmate accounts; decisions relating to the processing of accounting procedures based on established guidelines and procedures; decisions relating to the order in which work is accomplished except as otherwise directed by management. All decisions impact the operation of the correctional facility and are critical in assuring the efficient delivery of these services.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
X7002 , Principal Executive Manager B	9712048	In Person / Phone / Writing	As needed	Clarification, accuracy, timeframes

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature	Date	Supervisor Signature	Date
	3/10/2014		
Appointing Authority Signature	Date	Fiscal Svcs. Administrator	Date